

**State Charter School Application**  
**For Authorization By**  
**The State Charter Schools Commission**  
**of Georgia**



**Applicant School Name:**

**Applicant Contact Address:**

**2015 Petition Cycle**

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## A. The State Charter Schools Commission of Georgia (SCSC)

The State Charter Schools Commission (SCSC) was established by O.C.G.A. § 20-2-2082 as a state-level charter school authorizer under the authority of the State Board of Education. The SCSC reviews petitions for state charter schools and approves or denies petitions in a manner to ensure that all charters for state charter schools are consistent with state education goals.

The SCSC will vote on SCSC staff recommendations to approve or deny charter schools at a public meeting. SCSC staff will formulate recommendations based on all available information regarding a charter school applicant, including, but not limited to, the petition, the interview with the petitioner, input from the local board of education and any supplemental information received from the petitioner or other interested party that may affect the school's viability and operation.

## B. Eligible Petitioners

A charter school petitioning for authorization by the SCSC must:

- (1) Have a state-wide attendance zone; **or**
- (2) Have a defined attendance zone and demonstrate that the charter school has special characteristics, such as a special population, a special curriculum, or some other feature or features which enhance educational opportunities.

For the 2015 Petition Cycle, all applicants must plan to open in the 2016-2017 school year or later. If required by the appropriate local board of education, the school must also have submitted a letter of intent to local school district and prior to the school district's deadlines. Local school district deadlines for submitting letters of intent vary throughout the state. It is incumbent on the charter petitioner to identify the appropriate deadlines. It is not the responsibility of the local school district to inform prospective charter schools of deadlines.

Existing or established charter schools may apply for authorization by the SCSC in the 2015 Petition Cycle only if the charter school receives permission from its current authorizers to agree to rescind or waive the obligations of the current charter **prior** to the charter school's submission of a petition to the SCSC. An existing charter school that is approved by the SCSC may remain open provided the school's existing charter obligations will expire prior to the effective date of the SCSC charter. The existing charter school may not need to have a planning year prior to being in operation.

## C. Concurrent Submissions

(1) A **charter school that has a statewide attendance zone** that is petitioning for authorization by the SCSC must submit its petition to the local board of education in which the school is proposed to be located concurrently with its submission of its petition to the SCSC. The submission of the charter petition to the local board of education is for informational purposes only. In other words, a charter school that has a statewide attendance zone does not need to be denied by a local board of education prior to authorization by the SCSC.

(2) A **charter school that has a statewide attendance zone that only provides virtual instruction** that is petitioning for authorization by the SCSC does not need to submit a charter petition to a local board of education.

(3) A **charter school that has a defined attendance zone** must submit its petition to the local board of education in which the school is proposed to be located and to each local school system from which the proposed school plans to enroll students. The charter school must submit the petition to the local boards of education in accordance with the deadlines established by those local boards of education. It is incumbent on the charter petitioner to identify the appropriate deadlines. It is not the responsibility of the local school district to inform prospective charter schools of deadlines. A charter school that has a defined attendance zone that does not submit its petition to the local board of education in which the school is proposed to be located by the deadline established by that local board of education **will not be considered** by the SCSC. The SCSC will not act on the charter school's petition for approval until the local board of education in which the school is proposed to be located denies the petition or fails to approve or deny the petition within the time allotted by O.C.G.A. § 20-2-2064.

## D. Petition Contents

A charter school petition is a proposal to create a new school or to renew the charter of an existing charter school. The petition serves to describe and summarize the charter school's mission and proposed operations. The petition must address all applicable requirements of the Charter Schools Act of 1998, as amended (O.C.G.A §§ 20-2-2060 through 20-2-2071), requirements applicable to state charter schools as provided by O.C.G.A § 20-2-2084, State Board of Education Rules applicable to charter schools, and any local school system rules and policies. The petition may not differ from the petition submitted to the local board of education; however, the petitioner should supplement the petition to address the proposed school's capacity to adhere to the responsibilities

of operating as a Local Education Agency (LEA) and with the funding provided to state charter schools rather than the funding provided to locally-approved charter schools.

Petitions should include explicit information and evidence that the proposed school will meet all requirements of law and rule. Reciting the requirements of law and rule is not sufficient. The petition should explain **how** the school will utilize innovation and flexibility to serve the needs of students in Georgia and **how** the school will meet the requirements of rule or law. Applicants are strongly encouraged to review all resources available on the SCSC website prior to drafting and submitting a petition (<http://scsc.georgia.gov/>).

Petitions submitted to the SCSC must include specific documents and information. Required documents are enumerated below in Section E – Petition Package, and the petition must include all information identified in the Charter School Petition Contents (see Section H – Required Forms). Additionally, the petition must also comply with the technical form requirements specified below in Section F – Petition Technical Requirements. Failure of an applicant to adhere to the requirements of this application, including Section E – Petition Package and Section F – Petition Technical Requirements may result in a recommendation to deny the petition before the SCSC.

*Please note that the petition is not a charter. The submission of a petition does not guarantee that the SCSC will authorize a charter.*

## **E. Petition Package**

A charter school that is petitioning for authorization by the SCSC must submit the **ORIGINAL** and **ONE COPY** of all the materials listed below. Applicants must also submit electronic copies of **ALL** documents in .pdf format. Additionally, documents followed by an asterisk (\*) must be also submitted in Microsoft Word format and documents followed by a caret (^) must be also submitted in Microsoft Excel format. All electronic materials must be submitted on one single USB drive or CD/DVD and accompany the paper submissions. Email submissions will not be accepted.

- Completed Charter Petition Cover Page (see Section H – Required Forms)\***
- Charter School Executive Summary (see Section H – Required Forms)\***
- Charter School Petition Contents (see Section H – Required Forms)\***
- Charter Petition, including appendices, that were submitted concurrently to the local board of education as described in Section C – Concurrent Submissions.\***

- Local Board Action Acknowledgement Form. (see Section H – Required Forms)\***  
*(This is not applicable to a proposed charter with a state-wide attendance zone.)*
- Virtual School Addendum if applicable. (see Section H – Required Forms)\***
- Two (2) Petition Budget Templates utilizing ONLY state funding for state charter schools.^ One Petition Budget Template must reflect full enrollment, and the other Petition Budget Template must reflect 65% enrollment. Please refer to the SCSC website for Microsoft Excel versions of the Petition Budget Template.**
- An official copy of the certificate of incorporation from the Georgia Secretary of State for the Georgia nonprofit corporation that will hold the charter if granted.\***
- Resumes and Conflict of Interest forms (see Section H – Required Forms) for all prospective governing board members.\***
- A copy of any intended contracts for the provision of education management services.\***

Failure of an applicant to include all required documents may result in a recommendation to deny the petition before the SCSC. Only the petition and requested documents will be considered.

Petitions and petition packages will not be returned. Please keep a copy for your records. Additionally, please note that all petitions and petition packages submitted to the SCSC are subject to the Georgia Open Records Act.

## **F. Petition Technical Requirements**

Petitions submitted to the SCSC must adhere to all of the following form requirements:

- All pages, including appendices, are consecutively numbered in the document footer;
- All pages, including appendices, include the proposed charter school name in the document header;
- All appendices are tabbed and clearly labeled;
- Petition does not exceed 100 pages, exclusive of appendices;
- Petition does not utilize a font smaller than 11 point Times New Roman;
- Petition does not utilize margins smaller than 1 inch on all sides;
- The petition is unbound, not enclosed in a notebook, binder, or folder;
- Electronic documents are clearly identified in the document title; and

- The original petition is signed in **blue ink**. Stamped signatures will not be accepted.

Failure of an applicant to adhere to these requirements may result in a recommendation to deny the petition before the SCSC.

## **G. Deadline**

The petition package must be **physically received** by **4:00 PM May 15, 2015**. Petitions received after that date will not be considered. Electronic and faxed petition packages will not be considered.

All petition packages must be mailed or hand-delivered to the following address:

State Charter Schools Commission  
1470B Twin Towers East  
205 Jesse Hill Jr., Drive, SE  
Atlanta, Georgia 30334

It is the responsibility of the sender to ensure and verify that the application package, in its entirety, is received by the deadline. Due to periodic disruptions in normal mail delivery, the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver petition packages is **strongly** encouraged. Inability of the applicant to establish that the petition package was received by the deadline may result in a recommendation to deny the petition before the SCSC.

**The SCSC will not accept any information or documentation submitted after the deadline unless expressly requested by SCSC staff.**

## **H. Required Forms**

The following forms must be included in any petition package submitted to the SCSC. Any attempt to change or alter the required forms may result in a recommendation to deny the petition before the SCSC.

*(Application continued on following page.)*

# STATE CHARTER SCHOOL PETITION COVER PAGE

## Part I. Proposed Charter School Information

Name of Proposed Charter School: \_\_\_\_\_

Name of the Georgia nonprofit corporation that will hold the charter if granted:

Check one:

- The proposed charter school has a state-wide attendance zone.
- The proposed charter school has a state-wide attendance zone but offers only virtual instruction.
- The proposed charter school has a defined attendance zone that is not state-wide.

LEA in which the School will be Located: \_\_\_\_\_

LEA(s) that will be Included in the Proposed Attendance Zone:

Prospective Address for School Location: \_\_\_\_\_

## Part II. Petition Contact Information

Applicants must designate one individual to serve as the contact for official communications. Please note that this information is often requested and provided pursuant to the Georgia Open Records Act. Petitioners should avoid listing personal numbers and email addresses whenever possible.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Part III. Assurances and Signatures

All assurances must be initialed in blue ink by the chairperson of the proposed charter school's governing board. The charter petitioner (or school leader) and chairperson must sign below the final assurance in blue ink to further indicate understanding and agreement to the requirements of governing a state charter school.

\_\_\_\_\_ 1. This petition was submitted to appropriate the local board of education(s) as required by O.C.G.A. § 20-2-2084(c) on the following date: \_\_\_\_\_.

\_\_\_\_\_ 2. This petition was approved by the governing board of the proposed charter school on the following date: \_\_\_\_\_.

\_\_\_\_\_ 3. If a charter is granted the proposed charter school programs, services, and activities will operate in accordance with the terms of the charter and all applicable federal, state, and local laws, rules, and regulations.

These assurances are agreed to by:

\_\_\_\_\_  
Charter Petitioner or School Leader Date

\_\_\_\_\_  
Governing Board Chairperson Date

# STATE CHARTER SCHOOL EXECUTIVE SUMMARY

Name of Proposed Charter School: \_\_\_\_\_

Proposed Opening Date: \_\_\_\_\_ Proposed Charter Term: \_\_\_\_\_

Grade Range: \_\_\_\_\_ Will the School Enroll All Grades the First Year? (Yes/No): \_\_\_\_\_

Expected Initial Enrollment: \_\_\_\_\_ Proposed Full Enrollment: \_\_\_\_\_

For each year of the proposed charter term, indicate the number of students the charter school plans to serve.

	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Yr 1														
Yr 2														
Yr 3														
Yr 4														
Yr 5														

**Research shows that charter schools are more academically, financially and organizationally stable if they grow by only one grade each year. If the charter school plans to grow more than 1 grade each year, please provide a brief rationale for this growth model *in 350 words or less* in the box below.**

*\*Please note that the SCSC reserves the right to condition expansion and increased enrollment on the charter school's ability to meet performance goals and compliance requirements.*

**In the box below, use fewer than 350 words to state the charter school’s mission and describe why this initiative is meaningful or important to your group. Also provide a brief description of any defining features of the proposed school.**

**In the box below, use fewer than 350 words to describe the charter school’s academic program, specifically focusing on its innovation and need for flexibility and any special characteristics, such as a special population, a special curriculum, or some other feature or features which enhance educational opportunities.**

**In the box below, use fewer than 350 words to describe the charter school’s organizational structure, specifically focusing on its innovation and need for flexibility, its general partnership structure with an educational management organization (ESP) if any, and the school’s community interest and need.**

# State Charter School Conflict of Interest Form

*Instructions:* This form must be completed by each governing board member of the nonprofit organization that will hold the charter of the proposed state charter school as well as any individual holding administrative oversight over any aspect of school operations. If the answer to any question is “Yes,” the individual completing the form must submit a written explanation of the answer that will not exceed one typed page for each “Yes.” For the purpose of this form, the term “immediate family member” means a spouse, child, sibling, or parent or the spouse of a child, sibling, or parent.

- |   |            |           |
|---|------------|-----------|
| 1. Do or will you or an immediate family member have any contractual agreements with the proposed charter school?<br><hr/>  | <b>Yes</b> | <b>No</b> |
| 2. Do or will you or your immediate family have any ownership interest in any educational service provider or any other legal entity contracting with the proposed charter school?<br><hr/>   | <b>Yes</b> | <b>No</b> |
| 3. Did or will you or your immediate family lease or sell any real property or facilities to the proposed charter school?<br><hr/>  | <b>Yes</b> | <b>No</b> |
| 4. Did or will you or your immediate family sell any supplies, materials, equipment, or other personal property to the proposed charter school?<br><hr/>  | <b>Yes</b> | <b>No</b> |
| 5. Have you or your immediate family guaranteed any loans for the proposed charter school?<br><hr/>   | <b>Yes</b> | <b>No</b> |
| 6. Are or will you or your immediate family be employed by the proposed charter school or one of its vendors or contractors?<br><hr/>   | <b>Yes</b> | <b>No</b> |
| 7. Did you or your immediate family have any ownership interest in any corporation, partnership, or other entity which would answer “Yes” to any of the above questions?<br><hr/>   | <b>Yes</b> | <b>No</b> |
| 8. Are you aware of any other board, group, or other entity that believes it has a right to control or provide input on votes that you will cast as a member of the governing board of the proposed charter school?<br><hr/>  | <b>Yes</b> | <b>No</b> |
| 9. Do you currently serve as a member on the governing board of any other charter school?<br><hr/>  | <b>Yes</b> | <b>No</b> |
| 10. To the best of your knowledge, is there any situation not described above that may create the appearance of a conflict of interest between you and the proposed charter school or that would make it difficult for you to discharge your duties or exercise your judgment independently and in the best interest of the proposed charter school?<br><hr/> | <b>Yes</b> | <b>No</b> |

*Continued on the next page.*

# State Charter School Conflict of Interest Form

My signature below indicates that I do solemnly swear or attest under penalty of law that the information provided herein is accurate, complete, true and correct to the best of my knowledge. I acknowledge that this information is subject to verification or auditing at any time by the State Charter Schools Commission of Georgia, the Georgia Department of Audits and Accounts, or the Governor's Office of Student Achievement. Falsifying, misrepresenting or knowingly omitting any of information in this document may result in criminal, civil, or administrative penalties, including disciplinary action under the Code of Ethics for Educators.

**Name of the Proposed Charter School:**

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**Signature**

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**Date**

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**Name**

---

**Title**

## State Charter School Applicant History

*Instructions:* This form must be completed by each governing board member of the nonprofit organization that will hold the charter of the proposed state charter school as well as any individual holding administrative oversight over any aspect of school operations.

1. Have you previously served on the governing board of or held an administrative position with any other charter school(s)? *If you answer "yes" please complete the remainder of this form. If you answer "no", please skip to the signature portion at the bottom of the page.*
  
2. Provide the name, location and authorizer of all charter schools you were previously affiliated with. **Yes**   **No**
  
3. Are all schools still operating as a charter school? *If you answer "yes", please skip to Question 7. If you answer "no", please proceed to Question 4.* **Yes**   **No**
4. Did the school(s) close for academic reasons? *If yes, please submit a written explanation of the answer that will not exceed one typed page.* **Yes**   **No**
5. Did the school(s) close for financial reasons? *If yes, please submit a written explanation of the answer that will not exceed one typed page.* **Yes**   **No**
6. Did the school(s) close for other reasons? *If yes, please submit a written explanation of the answer that will not exceed one typed page.* **Yes**   **No**
7. During your tenure with the charter school(s), were you aware of any fraud or other criminal activity? *If yes, please submit a written explanation of the answer that will not exceed one typed page.* **Yes**   **No**
8. During your tenure with the charter school(s), were you aware of any accusations of fraud or other criminal activity? *If yes, please submit a written explanation of the answer that will not exceed one typed page.* **Yes**   **No**
9. If any school is still operational, please attach a description of why you are no longer involved with the charter school.

*Continued on the next page.*

# State Charter School Applicant History

My signature below indicates that I do solemnly swear or attest under penalty of law that the information provided herein is accurate, complete, true and correct to the best of my knowledge. I acknowledge that this information is subject to verification or auditing at any time by the State Charter Schools Commission of Georgia, the Georgia Department of Audits and Accounts, or the Governor's Office of Student Achievement. Falsifying, misrepresenting or knowingly omitting any of information in this document may result in criminal, civil, or administrative penalties, including disciplinary action under the Code of Ethics for Educators.

**Name of the Proposed Charter School:**

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**Signature**

---

**Date**

---

**Name**

---

**Title**

# State Charter School PETITION CONTENTS

Identify the appropriate page number in the petition or appendix where the following information may be located:

## ACADEMIC PROGRAM

### DESCRIPTION OF THE EDUCATIONAL PROGRAM

1. Page\_\_\_\_\_ Describe the focus of the curriculum. (*Ex: STEM, STEAM, Project-Based Learning*)
2. Page\_\_\_\_\_ To the extent that a third party\* (universities, non-profits, community partners) is involved in the delivery of a curriculum to students, whether directly or indirectly, describe the nature of the relationship and how the partner's involvement will be integrated into the school's operations on a weekly, monthly and annual basis.  
\*Excluding any relationship with an ESP.
3. Page\_\_\_\_\_ Describe the instructional methods to be used in the charter school, including any distinctive or unique instructional techniques or educational programs. (*Ex: looping, multi-grade classrooms, year-round school calendar*)
4. Page\_\_\_\_\_ Describe the anticipated teacher-to-student ratio and the rationale for maintaining this ratio.
5. Page\_\_\_\_\_ Describe how the charter school will meet the needs of students identified as gifted and talented.
6. Page\_\_\_\_\_ If this is a charter high school, describe how the charter high school will determine that a student has satisfied the requirements for high school graduation, including the credits or units to be earned and the completion credentials to be awarded.
7. Page\_\_\_\_\_ Describe how the charter will meet its college-and-career-ready obligations.

### STATE AND FEDERALLY MANDATED SERVICES

8. Page\_\_\_\_\_ For students with disabilities, describe how the charter school will provide state and federally mandated services under both the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, including:
  - a. the school's plans to evaluate and identify students with disabilities;
  - b. to develop, review and revise IEPs;
  - c. to integrate special education into the general education program;
  - d. to deliver special education and related services;
  - e. to ensure that the school facility meets the requirements of other related laws including the ADA and Section 504;
  - f. to address student discipline;
  - g. to handle programming disputes involving parents;

- h. to ensure confidentiality of special education records;
  - i. to purchase services from special education vendors; and
  - j. to secure technical assistance and training.
9. Page\_\_\_\_\_ For English Learners (ELs), describe how the charter school will provide state and federally mandated services.

#### DESCRIPTION OF ASSESSMENT METHODS

10. Page\_\_\_\_\_ Describe the charter school’s assessment plan to obtain student performance data for each student, including the students’ baseline achievement data. State how the charter school will use the Statewide Longitudinal Data System.
11. Page\_\_\_\_\_ Explain how the charter school will ensure all students participate in all state-mandated assessments.
12. Page\_\_\_\_\_ Describe how the charter school’s assessment plan will measure student improvement and over what period of time.
13. Page\_\_\_\_\_ Describe how the charter school will use this assessment data to monitor and improve achievement for students.
14. Page\_\_\_\_\_ Explain how the charter school will tailor its instructional approach during the pendency of its charter term if student achievement goals are not met.

### SCHOOL GOVERNANCE

#### WAIVERS

15. Page\_\_\_\_\_ If approved, the charter school will be granted the broad flexibility from law, rule, and regulation permitted by O.C.G.A. § 20-2-2065(a). Provide illustrative examples of how the charter school will implement the flexibility to meet or exceed the performance-based goals and to increase student achievement.

#### DESCRIPTION OF GOVERNANCE STRUCTURE

16. Page\_\_\_\_\_ Describe how the governing board will comply with the provisions of O.C.G.A. §§ 50-14-1 *et seq.* and 50-18-70 *et seq.*.
17. Page\_\_\_\_\_ Describe the governing board’s function, duties and role in each of the following areas:
- a. Leadership
  - b. Goals
  - c. Budget
  - d. Policies
  - e. Legal Compliance

- f. Oversight of School Administration
- g. Fundraising

18. Page\_\_\_\_\_ Starting a high-quality charter school can be extremely time consuming. Describe the amount of time each board member plans to allocate to this process. Describe the frequency of meetings and other communication.
19. Page\_\_\_\_\_ Identify each member and describe the composition of the governing board, how and when governing board members will be selected, how long each governing board member will serve, and how governing board members may be removed from office.
20. Page\_\_\_\_\_ Disclose any potential conflicts of interest of the founding board members.
21. Page\_\_\_\_\_ Describe how the governing board will ensure that current and future board members avoid conflicts of interest.
22. Page\_\_\_\_\_ Describe how the governing board will ensure effective organizational planning and financial stability. If the board plans to utilize a subcommittee structure, briefly describe this structure and identify possible subcommittees.
23. Page\_\_\_\_\_ Describe how the governing board will work positively with the local board of education.
24. Page\_\_\_\_\_ State if the charter school intends to contract, or has contracted for, the services of a for-profit entity or any other educational service provider. If so, describe how the contract will be in the best educational and financial interests of the charter school. Explain how the governing board will maintain its fiduciary responsibilities as the charter holder.
25. Page\_\_\_\_\_ Describe the decision making process and due diligence exercised by the founding/governing board in choosing to contract with the educational service provider (if applicable).

## BUSINESS OPERATIONS

### DEMONSTRATION OF FISCAL FEASIBILITY AND CONTROLS

26. Page\_\_\_\_\_ Describe the level of autonomy the charter school will have over budgets and expenditures.
27. Page\_\_\_\_\_ Describe the plans for ensuring that the charter school will be subject to an annual financial audit by an independent Georgia-licensed certified public accountant.
28. Page\_\_\_\_\_ Identify the school's chief financial officer and describe how that person's credentials comply with requirements of the State Board of Education.
29. Page\_\_\_\_\_ Appropriate segregation of duties is often a problem when starting a charter school due to limited personnel. Describe the steps that the charter school will take to ensure the appropriate segregation of duties to establish proper internal controls.

30. Page\_\_\_\_\_ Describe how the school will fund planning and start-up operations prior to receiving state funding. (*Ex: legal setup costs, facility identification costs, initial staffing costs*)
31. Page\_\_\_\_\_ Describe the charter school's plans for securing other sources of funding, including funding from corporations, individuals, foundations, philanthropic groups, or any other source.

#### DESCRIPTION OF SCHOOL OPERATIONS

32. Page\_\_\_\_\_ Describe how the charter school intends to fulfill all responsibilities of acting as its own LEA, including but not limited to data collection and reporting.
33. Page\_\_\_\_\_ Describe the rules and procedures concerning student discipline and student dismissal (including code of conduct and student due process procedures).
34. Page\_\_\_\_\_ Describe the rules and procedures concerning how the school will address grievances and complaints from students, parents, and teachers, including the role the governing board will play in resolving such grievances and complaints.
35. Page\_\_\_\_\_ Describe generally the charter school's employment procedures and policies.
36. Page\_\_\_\_\_ State whether certification by the Georgia Professional Standards Commission will be required, and if not, describe the training and experience that will be required and the procedure for determining whether a teacher has demonstrated competency in the subject area(s) in which he/she will teach as required by ESEA.
37. Page\_\_\_\_\_ Describe whether the charter school will use the state salary schedule, and if another schedule will be used, provide that schedule.
38. Page\_\_\_\_\_ Describe the charter school's procedures to ensure that staff members are subject to fingerprinting and background checks.
39. Page\_\_\_\_\_ Describe whether transportation services will be provided and, if so, briefly describe the transportation program for the school. If transportation services are not provided, describe how this will not be a barrier to eligible students to attend the school.
40. Page\_\_\_\_\_ Describe whether the charter school will provide food services (including participation in federal school meals programs), and if so, briefly describe the proposed food services programs.
41. Page\_\_\_\_\_ State whether the charter school will elect to participate in the State Health Benefit Plan as provided pursuant to O.C.G.A. § 20-2-880 and § 20-2-910. If the school will not participate in the State Health Benefit Plan, describe the process by which the charter school will obtain and provide health benefits to eligible employees.

#### FACILITIES

42. Page\_\_\_\_\_ Describe the school facility that the charter school will use and its location. State whether the school facility is new or existing. If the facility plans for the charter school have not been finalized, the petition should describe prospective facilities and the steps the charter school is taking to attain a permanent facility.

43. Page\_\_\_\_\_ Describe any modifications necessary for utilizing the space for educational purposes.
44. Page\_\_\_\_\_ Describe the actions the charter school will take to obtain a Certificate of Occupancy prior to students occupying the proposed facility.
45. Page\_\_\_\_\_ Describe the actions the charter school will take to prepare a safety plan in accordance with O.C.G.A. § 20-2-1185 and submitting it to the local Emergency Management Agency.

## COMMUNITY SUPPORT AND NEED

### ATTENDANCE ZONE AND STUDENT ENROLLMENT

46. Page\_\_\_\_\_ Describe the attendance zone for the charter school.
47. Page\_\_\_\_\_ Describe the rules and procedures that will govern the admission of students to the charter school.
48. Page\_\_\_\_\_ Describe whether the charter school will use any enrollment priorities authorized by Georgia law.
49. Page\_\_\_\_\_ Describe the steps that the school will take to reach students representative of the racial and socioeconomic diversity in the attendance zone for the charter school.
50. Page\_\_\_\_\_ Describe the charter school's plan for recruiting students and for maintaining/increasing enrollment.

### PARENT AND COMMUNITY INVOLVEMENT

51. Page\_\_\_\_\_ Describe how parents, community members, and other interested parties were involved in developing the petition and will be involved in the school, including involvement with the governing body of the school. This may include letters of support, signed petitions, sign-in sheets from town hall meetings discussing the proposal, or other indicia of community interest.
52. Page\_\_\_\_\_ List any business arrangements or partnerships with existing schools, educational programs, businesses, or nonprofit organizations and disclose any potential conflicts of interest. Provide a detailed summary of past and present interactions, including but not limited to meetings, pilot programs, and deliverables produced. **For partnerships to be considered as part of the school plan, you must include, at minimum, a Letter of Intent signed by the proposed partner outlining their rights and obligations under the partnership.**

## OTHER

53. Page \_\_\_\_\_ If your application was previously denied by the SCSC, please describe how you utilized the feedback you received during the previous cycle to improve your application. Summarize the main differences between the current application and the previous application.

## APPENDICES

- App. \_\_\_\_\_ Contains an official copy of the certificate of incorporation from the Georgia Secretary of State for the Georgia nonprofit corporation that will hold the charter if approved.
- App. \_\_\_\_\_ Contains a copy of the by-laws for the nonprofit corporation that will hold the charter if approved.
- App. \_\_\_\_\_ Contains a copy of any admissions application (pre-lottery) the charter school proposes to use.
- App. \_\_\_\_\_ Contains the charter school's proposed annual calendar and a draft of the charter school's daily school schedule.
- App. \_\_\_\_\_ Contains a monthly cash flow projection detailing revenues and expenditures for the charter school's first two (2) years of operation.
- App. \_\_\_\_\_ Contains alternative monthly cash flow spreadsheets projecting revenues and expenditures that assumes 65% of the projected student enrollment for the first two (2) years of operation.
- App. \_\_\_\_\_ Contains spreadsheets projecting cash flow, revenue estimates, budgets, and expenditures on an annual basis for the first five (5) years of the charter term.
- App. \_\_\_\_\_ Contains documentation of any sources of revenue appearing in the spreadsheets that are anticipated to come from private sources.
- App. \_\_\_\_\_ Contains a copy of any agreements with other local schools or school systems for services that will be provided to the charter schools, including for the charter school students' participation in extracurricular activities such as interscholastic sports and clubs.
- App. \_\_\_\_\_ Contains a copy of any intended contracts for the provision of educational or management services. Such contracts shall describe the specific services for which the contracting organization is responsible. In the case of an education services provider, such contracts shall clearly delineate the respective roles and

responsibilities of the provider and the governing board in the management and operation of the charter school.

- App. \_\_\_\_\_ Contains a copy of any contracts, leases, deeds or any intended contracts or leases for facilities for the charter school.
- App. \_\_\_\_\_ Contains a copy of any Letters of Intent and/or agreements detailing any proposed partnerships.

# STATE CHARTER SCHOOL

## Local Board Action Acknowledgement

**This form is to be completed only by a charter school that has a defined attendance zone.**

**1. Explanation.** A charter school that has a defined attendance zone must submit its petition to the local board of education in which the school is proposed to be located and to each local school system from which the proposed school plans to enroll students concurrently with the submission of its petition to the SCSC. As a result, the charter school will not have received an approval or denial at the time of its submission to the SCSC. Pursuant to O.C.G.A. § 20-2-2084, the SCSC will not consider the charter school's petition for approval until the local board of education in which the school is proposed to be located denies the petition or fails to approve or deny the petition within the time allotted by O.C.G.A. § 20-2-2064. Accordingly, a charter school applicant that has a defined attendance zone must notify the SCSC of the local board of education's action regarding the charter school to be included in the petition package.

**2. Acknowledgement.** As the charter school in this petition has a defined attendance zone, the school must be denied approval from the local board of education in which the school is proposed to be located prior to the SCSC acting on the petition for approval. For the petition to be considered by the SCSC, I understand that I must submit a copy of the denial letter, **along with a written response to the denial letter that does not exceed ten pages**, to the SCSC.

In the event the local board of education approves the petition, I understand that I must notify the SCSC of the approval. I understand that the charter school must then follow the requirements and processes of the State Board of Education to become a locally-approved charter school.

Additionally, in the event the local board of education fails to approve or deny the petition within the time allotted in O.C.G.A. § 20-2-2064, I will notify the SCSC of such failure within thirty (30) calendar days of the expiration of the time allotted in O.C.G.A. § 20-2-2064.

I understand that the notification of local board action and written response, if applicable, should be mailed or delivered, within thirty (30) calendar days of receiving notice of the local board action, to the following address:

State Charter Schools Commission  
1470B Twin Towers East  
205 Jesse Hill Jr., Drive, SE  
Atlanta, Georgia 30334

I understand that failure to remit the notification in a timely manner will result in the petition package being incomplete, and the package will not be considered by the SCSC.

**Acknowledged hereto by:**

\_\_\_\_\_

Charter Petitioner or School Leader

\_\_\_\_\_

Date

\_\_\_\_\_

Governing Board Chairperson

\_\_\_\_\_

Date

# STATE CHARTER SCHOOL VIRTUAL SCHOOL ADDENDUM

This form is to be completed only by a charter school that proposes to use solely virtual instruction.

Identify the appropriate page number in the petition or appendix where the following information may be located:

## DESCRIPTION OF THE EDUCATIONAL PROGRAM

1. Page\_\_\_\_\_ Describe the specific student instructional needs the virtual charter school will meet (*i.e.*, explain demonstrated needs, how course offerings meet those needs, etc.).
2. Page\_\_\_\_\_ Provide any data that demonstrates the instructional needs stated above.
3. Page\_\_\_\_\_ Describe the needs served by the proposed virtual charter school that currently are un-served or under-served by the Georgia Virtual School.
4. Page\_\_\_\_\_ Describe the level of participation in instructional activities students will be required to meet to receive credit for successfully completing a course and receive a satisfactory grade for that course. The level of participation may include the amount of time students will be engaged in both online and other instructional activities in order to receive credit for a course.
5. Page\_\_\_\_\_ Describe how cooperative and group learning activities will be integrated in the instructional program.
6. Page\_\_\_\_\_ Describe how the instructional program will address different student needs and learning styles.
7. Page\_\_\_\_\_ Describe procedures to ensure the integrity and authenticity of student work product and assessment scores.
8. Page\_\_\_\_\_ Describe the intervention procedures the virtual charter school will take when students fail to provide authentic work product or assessment responses.
9. Page\_\_\_\_\_ Describe what role parents/guardians will have in promoting accountability.
10. Page\_\_\_\_\_ Describe how virtual instruction and activities will be geared to develop and nurture social needs of students.
11. Page\_\_\_\_\_ Describe any extracurricular activities that will be offered to develop and nurture the social needs of students.

## STATE AND FEDERALLY MANDATED SERVICES

12. Page\_\_\_\_\_ Describe how the virtual charter school will identify students with special needs in the virtual school environment and how the virtual charter school will provide services to all enrolled students with special needs regardless of where the student resides.
13. Page\_\_\_\_\_ Describe the virtual charter school's procedures for ensuring that students with disabilities are identified and receive all services needed to comply with the Individuals with Disabilities Education Act (IDEA), the Rehabilitation Act, and the

Americans with Disabilities Act (ADA) and related state and federal laws and regulations.

14. Page\_\_\_\_\_ Describe the virtual charter school's procedures for Individual Education Plan (IEP) meetings, including determining where such meetings will occur.
15. Page\_\_\_\_\_ Describe how the virtual charter school will implement ADA and Rehabilitation Act standards for accessibility to web-based curricula.
16. Page\_\_\_\_\_ Explain how the virtual charter school will accommodate English Learners (ELs) and address their unique needs in online and offline instruction and activities.

#### DESCRIPTION OF ASSESSMENT METHODS

17. Page\_\_\_\_\_ Explain how the virtual charter school will tailor its instructional approach during the pendency of its charter term if student achievement goals are not met.
18. Page\_\_\_\_\_ Describe the virtual charter school's plan for the administration of all required state assessments (*e.g.*, Georgia Milestones) and other assessments set forth in the school's charter. The plan should address, among other things, test taking location(s), who will administer the tests, and test security procedures.

#### DESCRIPTION OF SCHOOL OPERATIONS

19. Page\_\_\_\_\_ Describe the virtual charter school's attendance zone.
20. Page\_\_\_\_\_ Provide a copy of any agreement, financial or otherwise, with an LEA governing enrollment, funding, or any other subject matter related to the virtual charter school.
21. Page\_\_\_\_\_ Describe how the virtual charter school will ensure or facilitate student attendance at any in-person school activities.
22. Page\_\_\_\_\_ Explain how the virtual charter school will screen teacher candidates to select faculty members that perform effectively in a virtual environment.
23. Page\_\_\_\_\_ Describe what, if any, additional responsibilities will be required of teachers in the virtual environment (*e.g.* course development/design, research, website maintenance).
24. Page\_\_\_\_\_ Describe how the virtual charter school communicates responsibilities to teachers.
25. Page\_\_\_\_\_ Describe how the virtual charter to adhere to required teacher performance assessment measures and procedures (*e.g.* observing lessons, ensuring alignment of instruction to student needs, auditing student performance tracking instruments).
26. Page\_\_\_\_\_ Identify any non-teacher faculty members (paraprofessionals, guidance counselors) and describe their roles and how they will function in the virtual charter school.
27. Page\_\_\_\_\_ Describe professional development opportunities that the virtual charter school will provide to maximize the faculty's effectiveness in a virtual environment.
28. Page\_\_\_\_\_ Describe procedures to ensure compliance with providing instruction for the equivalent of 180 days.
29. Page\_\_\_\_\_ Describe the virtual charter school's policies regarding truancy, absence, and withdrawal.

30. Page\_\_\_\_\_ Describe the intervention procedures the virtual charter school will take when students are not participating as required.
31. Page\_\_\_\_\_ Describe all technological equipment and services that the virtual charter school will provide, including hardware, software, connectivity, and media storage devices.
32. Page\_\_\_\_\_ Specify any equipment that students and families will be responsible for obtaining.
33. Page\_\_\_\_\_ Describe any technological support for which students and families will be responsible.
34. Page\_\_\_\_\_ Describe the scope of technical support that will be provided, including where support staff will be located, and the hours (including weekends and holidays) and manner in which the support will be accessible to students and families.
35. Page\_\_\_\_\_ Describe the virtual charter school's data retention and confidentiality procedures.
36. Page\_\_\_\_\_ Describe the virtual charter school's Acceptable Use Policy.
37. Page\_\_\_\_\_ Describe procedures to deliver instruction when equipment, software, or connectivity at any location is lost or impaired.
38. Page\_\_\_\_\_ Describe data protection and recovery procedures in event of catastrophic system failure.
39. Page\_\_\_\_\_ Describe how the virtual charter school will provide for the health and safety of students and staff both in online and offline activities.
40. Page\_\_\_\_\_ Describe how the virtual charter school will address the nutritional needs of students when appropriate.

#### PARENT AND COMMUNITY INVOLVEMENT

41. Page\_\_\_\_\_ Indicate the nature, frequency, and location of all required in-person meetings between parents and virtual charter school faculty, such as parent/teacher conferences.
42. Page\_\_\_\_\_ Indicate the nature and frequency of all optional opportunities for in-person meetings and interactions, such as open houses and school community meetings.
43. Page\_\_\_\_\_ Describe the procedures for parents to contact virtual charter school faculty and administrators with concerns of any nature and the procedures for prompt and helpful responsiveness to such communications.
44. Page\_\_\_\_\_ Explain how virtual charter school administration will communicate with non-English speaking parents/guardians.